



STATE OF CALIFORNIA

DEPARTMENT OF DEVELOPMENTAL SERVICES

## JOB OPPORTUNITY BULLETIN: HEALTH RECORD TECHNICIAN I

<b>SALARY RANGE:</b>	<b>Range T: \$3,353 – \$3,774 per month</b> <i>*The Starting Salary shown applies to those first entering State Service. The maximum salary is typically for State Employees who meet the necessary criteria for Annual Merit Salary Adjustments in increments of 5% until the maximum salary is attained</i>
<b>TENURE/TIME BASE:</b>	<b>Permanent, Full-Time</b>
<b>PROGRAM/DEPARTMENT:</b>	<b>Clinical Records</b>
<b>FINAL FILING DATE:</b>	<b>Until Filled</b>

### **DESCRIPTION OF DUTIES:**

Sonoma Developmental Center currently has a full time vacancy in the Clinical Records Department for the classification of Health Records Technician I. Under the general direction of the Health Record Technician III, and with daily oversight by the Health Record Technician II, the Health Record Technician I is responsible for a wide range of health record processing functions. Incumbents perform a variety of abstracting, coding, collating, and reviewing of data from medical records, laboratory records, vital records, and other related sources. The Health Record Technician I is responsible for compiling audit statistics; purging of client records, ICD coding, record retrieval and return, computer data entry, special projects, and other duties as outlined in the employee's duty statement upon appointment into the classification.

### **WHO IS ELIGIBLE TO APPLY:**

Candidates must possess Civil Service Eligibility to apply. Civil Service Eligibility consists of being a current or former California State Civil Service employee (lateral transfer /reinstatement) or having list eligibility as a result of participating in an examination for the classification and placing in a reachable rank. Per State Personnel Board Rule 250, lateral transfer applicants must meet the Minimum Qualifications as outlined in the Job Specification. The job specification and related information may be found on the Human Resources website at [www.calhr.ca.gov](http://www.calhr.ca.gov). Please specify the type of eligibility you possess when applying. Applications may be obtained from the Human Resources Office at the Sonoma Developmental Center or downloaded from the above website. Appointments may be subject to State Restriction of Appointment (SROA), Departmental Restriction of Appointment (DROA), Re-employment List procedures, a pre-employment physical, drug screen and fingerprint clearances. Applications will be reviewed and only the most qualified candidates will be scheduled for selection interviews. Faxed or electronically submitted applications or resumes not accompanied by completed Form STD-678 (State Examination and/or Employment Application) will not be accepted.

### **SEND YOUR COMPLETED STATE APPLICATION (STD. 678):**

Sonoma Developmental Center  
Human Resources Examination Unit – Room #124 Porter Administration Building  
P.O. Box 1493 (please use for mailing)  
15000 Arnold Drive  
Eldridge, CA 95431  
(707) 938-6474 Contact Keri Edmiston for questions specific to the essential function of the position. Eligibility will be determined by the selection analyst in the Human Resources Department).

SONOMA DEVELOPMENTAL CENTER IS AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.